

Career Center

SAMPLE RESUME OUTLINE:

Your Name
Your Address
Your Phone Number
Your E-Mail

Objective If you decide that you wish to include an objective on your resume, make sure that it is specific and well stated. Avoid vague and ambiguous statements.

Education In this section you will want to include information about the institutions you have attended, degrees received, and your majors and minors. Optional information for this section can include your GPA, honors and awards including Dean's List and study abroad information. Below is a typical format for a Temple student:

Temple University Philadelphia, PA
Bachelor of Science, Early Childhood Education May 20XX
 • Overall GPA: 3.2/4.0 Dean's List: Spring 20xx

Experience Your Experience sections can take on many different formats. You might have a separate section for **Teaching Experience or Research Experience**. Other Experience sections might be called **Work Experience, Related Experience, Volunteer Experience, Leadership Experience**, etc. Keep in mind that you may have an Experience section with only one item in it. This is a good tactic if you want to draw particular attention to what you feel is a very important aspect of your resume. It is more important to categorize your experiences based on relatedness of the skills you used or learned rather than whether or not you were paid, received credit for the experience, or if it took place during the school year or the summer. Therefore, a Related Experience section might include a summer job, a credit-bearing internship and a research project that you did for class. A typical entry in an Experience section might look like this:

Student Teacher Fall 20XX
Shermer Area School District, Grade 4, Shermer, IL
 • Developed bulletin boards, handouts and activities for a class of 25 students
 • Implemented positive classroom management strategies
 • Participated in an Open House and assisted with parent conferences

Activities Include clubs and organizations that you have been a member of, volunteer activities that you have participated in and leadership positions that you have held not stated elsewhere on the resume.

Skills **Computer Skills:** Should include information on systems, software, hardware and languages that you have used that are relevant to a career in education.

Foreign Language Skills: List written or verbal ability in any foreign language.